



**POSITION DESCRIPTION - General Practitioner – Refugee Health Program**

**Part 1 – Expectations for Your Role**

<b>Position</b>	General Practitioner – Refugee Health Program
<b>Service / Program</b>	Operations / Primary Care / Clinical and Complex Care Services
<b>Industrial Instrument</b>	Doctors - Medical Practitioners Award 2020
<b>Instrument Classification</b>	Specialist
<b>Reports to</b>	Team Leader GP & Nurse Led Speciality Services
<b>Effective Date</b>	March 2025

**Key Deliverables**

- **Assess:** Perform comprehensive assessments of the overall health of a client and work with them to understand their specific condition(s), the recommended treatment(s) and/or interventions, and ways to actively engage in the management of their condition within the Medical Practitioner scope of practice.
- **Coordinate:** Coordinate the care of patients and prepare referrals to external health care providers where appropriate.
- **Communicate:** Ensure use of professional interpreters to aid consultations when a client is not able to fully understand and communicate in a healthcare situation.
- **Protect:** Maintain client’s privacy and confidentiality.
- **Document:** Maintain accurate customer records, data, and reporting systems with completion of all documents done in a timely and accurate manner in accordance with organisational and professional standards.
- **Support:** Support the capacity of the broader GP and Nurse Led Specialty Service team to develop and implement the appropriate patient care within the MBS framework and guidelines.
- **Improve:** Contribute to program and guideline development and continuous quality improvement activities.
- **Encourage:** Understand, encourage, and support the role of the Nurse Practitioner in Primary Care.
- **Adhere:** Ensure clinical processes, procedures, and protocols are adhered to.
- **Engage:** Participate in clinical meetings when possible and as necessary.
- **Foster:** Support the establishment of a team culture aligned with our values and behaviours.
- **Facilitate:** Support the General Practice accreditation process.
- **Develop:** Maintain currency of clinical knowledge and apply the principles of evidence-based practice while being committed to professional development and competencies.
- **Comply:** Maintain professional registration and practice within relevant professional and ethical standards while maintaining our Code of Conduct.
- **Follow:** Adhere to the Medicare Billing Service requirements.

**Skills**

- **Demonstrate:** Advanced clinical skills in managing complex clinical presentations using a client-centred approach.
- **Build:** Ability to develop and nurture positive, ongoing, and culturally safe relationships with customers, community, and staff.
- **Collaborate:** Ability to collaborate effectively and work in a multidisciplinary team.



- **Communicate:** Excellent communication and time management skills.
- **Utilise:** Well-developed computer skills and excellent attention to detail.
- **Adapt:** Ability to work both independently and in a team.

### Experience and Knowledge

- **Possess:** Minimum of 2 years' experience as a General Practitioner.
- **Specialise:** Qualifications, knowledge, and interest in refugee health, with experience working with complex clinical and psychosocial presentations.
- **Understand:** An understanding of and commitment to the principles and practices of community health, primary health, and the social model of health.
- **Engage:** Demonstrated capacity to work with refugees, people from refugee-like backgrounds, and people seeking asylum.

### Qualification/Registrations/Licences (*Mandatory only*)

- **Qualify:** Fully qualified and vocationally registered General Practitioner, with a fellowship at the Royal Australian College of General Practitioners (FRACGP) or the Australian College of Rural and Remote Medicine (ACRRM).
- **Register:** Maintain unrestricted registration as a medical practitioner with AHPRA.
- **Insure:** Hold and maintain Medical Indemnity Insurance.

### Physical Requirements

- **Office Environment:** Ability to sit for extended periods and use office equipment (6-8 hours per day).



**POSITION DESCRIPTION - Employee**

**Part 2 – Expectations for Our Team**

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

**Expectation of Employees**

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each’s values, ensuring an inclusive, safe, and engaging culture.

**Employee Responsibilities**

An Each employee is responsible for:

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each’s goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

**Quality**

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

**Safety & Wellbeing**

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each’s policies.

**Child Safe Commitment**

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

**Inclusion and Diversity Commitment**

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

**Key Selection Criteria**

Skills & Behaviours

- Adhere to Each’s Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.



- Understanding of the Not-For-Profit and Health sectors.

Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.